**INDIAN SCHOOL AL WADI AL KABIR**

DEATAILED MONTHLY PLAN 2014-15

Name of the department: Commerce Department Subject: Accountancy -XI

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Month | No.of weeks  (teaching) | Topic /Lesson discussed in each week | | | |
| 1-week | 2-week | 3-week | 4-week |
| August | 3 Weeks+2 Days | Double column cash book   * Cash book with bank column | * Three column cash book * Petty cash book   Other Books   * Purchases books * Purchases returns books | * Sales books * Sales returns books * Journal proper   Ledger   * Ledger posting   Ledger posting from other books | Trial Balance   * Meaning * Objectives and preparation   Bank Reconciliation Statement   * Need and preparation |
| September | 2 Weeks | * Bank Reconciliation Statement (contd.,) * Corrected cash book   Depreciation   * Concept, need and factors affecting depreciation * Methods of calculating depreciation * Straight line method * Written down method | Depreciation   * Concept, need and factors affecting depreciation * Accounting treatment of depreciation * By charging asset account * Provision for depreciation account/accumulated depreciation account * Treatment of disposal of asset * method | Assessment 2 | Assessment 2 |
| October | 4 Weeks +1Day | Provisions and Reserves   * Concept, objectives and difference between provisions and reserves * Types of reserves | Accounting for Bills of Exchange   * Bills of exchange and promissory note – definition, features, parties , specimen and distinction | Accounting for Bills of Exchange (contd.,)   * Important terms * Accounting treatment of bill transactions | Accounting for Bills of Exchange (contd.,)   * Accounting treatment of bill transactions * Comprehensive sums   Rectification of errors   * Introduction |
| November | 3 Weeks | Rectification of errors (contd.,)   * Errors – types, errors of omission, commission, principles and compensating, their effect on trial balance | Rectification of errors  (contd.,)   * Detection and rectification of errors * Preparation of suspense account   Financial statements of sole proprietorship   * Financial statements – objective and importance | Financial statements of sole proprietorship (contd.,)   * Profit and loss account - gross profit, operating profit and net profit * Balance sheet – need , grouping and marshaling of assets and liabilities | ------ |
| December | 2 Weeks+ 4  Days | Financial statements of sole proprietorship (contd.,)   * Adjustments in the preparation of financial statements * Closing stock * Outstanding expenses * Prepaid expenses * Accrued income * Income received in advance | Financial statements of sole proprietorship (contd.,)   * Adjustments in the preparation of financial statements * Depreciation * Bad debts * Provision for doubtful debts * Provision for discount on debtors * Managers commission * Abnormal loss * Goods taken for personal use * Goods distributed as free samples | Financial statements of sole proprietorship  (contd.,)   * Preparation of trading and profit and loss account and balance sheet of sole properitorship   Project work | Winter Break |
| January | 3 Weeks +3Days | Financial statements of Not-for-Profit Organisations   * Not-for-profit organisations: concept * Receipts and payment account: features | Financial statements of Not-for-Profit Organisations (contd.,)   * Income and expenditure account: * Features * Preparation of income and expenditure account | Financial statements of Not-for-Profit Organisations(contd.,)   * Preparation of income and expenditure account and balance sheet from the given receipts and payments accounts with additional information | Accounts from Incomplete records   * Use and limitations * Ascertainment of profit or loss by statement of affairs method |
| February | 1 Week | * Financial analysis * Horizontal format of a Balance sheet * REVISION | Revision | Revision | Revision |